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**State of Wisconsin  
Governor Scott Walker**

**TO: Income Maintenance Supervisors  
Income Maintenance Lead Workers  
Income Maintenance Staff  
Training Staff  
Child Care Coordinators**

**FROM: Kath McGurk, Director  
Bureau of Early Learning and Policy  
Division of Early Care and Education  
Department of Children and Families**

**DECE/BELP OPERATIONS MEMO**

**No: 18-22**

**DATE: 06/25/2018**

**Child Care**

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**SUBJECT: Verification of the Kinship Care Payment for Wisconsin Shares**

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**CROSS REFERENCE:** [Wisconsin Shares Policy Manual](#), Section [1.2](#): Definitions;  
Wisconsin Shares Policy Manual, Section [1.5.6](#): Asset Testing;  
Wisconsin Shares Policy Manual, Section [1.6.12](#): Financial Eligibility  
Verification;  
Wisconsin Shares Policy Manual, Section [1.8](#): Foster Care,  
Subsidized Guardianship, Interim Caretaker, and Relatives with  
Court-Ordered Placement who Receive Kinship Care, and all sub-  
sections;  
Wisconsin Shares Policy Manual, Section [2.2.3.1](#): Authorizations at  
Initial Eligibility for Relatives with Court-Ordered Placement and  
Kinship Payment;  
Wisconsin Shares Policy Manual, Section [2.2.8.5](#): Self-Employed  
Foster Parents

**EFFECTIVE DATE:** July 2, 2018

**PURPOSE:** This memo informs Wisconsin Shares agency workers about newly clarified policy on when a family is considered to be “receiving a Kinship Care Payment.”

**BACKGROUND:** It was brought to the attention of the Wisconsin Shares Policy Section that some agencies were waiting until a kinship family had received their first Kinship Care check before they were considered to be “receiving a Kinship Care

Payment” for eligibility and authorization purposes. Policy clarification was needed for what should be done in these situations.

***POLICY:***

For the purpose of Wisconsin Shares policy (except Unearned Income in [1.6.12](#)), approval to receive the Kinship Care payment qualifies as receiving the Kinship Care payment. Being on the Kinship Care payment waitlist does not qualify as receipt of a Kinship Care payment. Proof of Kinship Care approval may be provided by verbal or written confirmation from a Kinship Care Coordinator. Note that the confirmation must state that the Kinship Care payment has been approved. Stating that the family will probably receive the Kinship Care payment does not qualify as approval to receive a Kinship Care payment.

A list of Kinship Care Coordinators by location can be found on the Department of Children and Families’ webpage at [dcf.wisconsin.gov/map/kinship](http://dcf.wisconsin.gov/map/kinship).

In Milwaukee County, proof of Kinship Care approval may also be provided by verbal or written confirmation from the Kinship Care vendor.

***CONTACTS:***

For Wisconsin Shares Child Care policy questions outside of Milwaukee County contact your Bureau of Regional Operations (BRO), Child Care Coordinators at [BROCCPolicyHelpDesk@wisconsin.gov](mailto:BROCCPolicyHelpDesk@wisconsin.gov).

For Child Care CARES/CWW and CSAW Processing Questions statewide, and policy questions in Milwaukee County, contact the Child Care Subsidy and Technical Assistance line at: [childcare@wisconsin.gov](mailto:childcare@wisconsin.gov) or (608) 422-7200.

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